



# Manistee County Board of Commissioners

Manistee County Courthouse • 415 Third Street • Manistee, Michigan 49660

CHAIRPERSON  
Allan O'Shea  
VICE-CHAIRPERSON  
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Ken Hilliard  
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Carl Rutske

CLERK

Marilyn Kliber  
(231) 723-3331

CONTROLLER/ADMINISTRATOR

Thomas Kaminski  
(231) 398-3500

DRAFT

## PERSONNEL COMMITTEE

Tuesday, December 8, 2009  
2:00 P.M.

Courthouse & Government Center  
Board of Commissioner's Room

### REPORT

Members Present: Carl Rutske, Chairperson, Kenneth Hilliard and Jim Krolczyk

Others Present: Thomas Kaminski, County Controller/Administrator, Beth Yeack, Veterans Counselor; Darl Yedder, Chairman of the United Veterans Council of Manistee County; and Karen Molby, Personnel Officer/Administrative Assistant

The meeting was called to order at 2:00 P.M.

### ITEMS REQUIRING BOARD ACTION

Ms. Yeack and Mr. Yedder appeared before the Committee to discuss a proposal to increase the Veterans Counselor's salary. This matter was referred to the Personnel Committee by the Board of Commissioners at their November 17, 2009 Board meeting. At that meeting, Art Gale, VFW Post Service Officer, appeared before the Board to request that a portion of the Veterans' budget surplus be reallocated to the Veterans Counselor salary. Ms. Yeack stated that she works two and one-half days per week right now and has established regular office hours at the Courthouse. She will be working three days per week starting in January 2010. The Committee was presented with a copy of the FY 2009-10 Veterans Affairs budget and was advised that Ms. Yeack is currently making \$3,701.61 annually. A survey of what various other Counties pay their Veterans Counselor was also completed and presented to the Committee for their review. Ms. Yeack also reported that Mason and Benzie Counties do not currently have a Veterans Counselor in their Counties and Veterans are usually referred to her for assistance. There was some discussion about combining this position with one or both of the Counties. Mr. Kaminski and Ms. Yeack were asked to contact representatives

from both of these Counties to see if there was any interest in a combined effort. Mr. Kaminski reported that there was a surplus in the Veterans Affairs budget last year and one-half of the same was deposited into their Contingency Fund, which currently has a balance of approximately \$14,000.00 at this time. The Committee was also presented with a draft job description for the Veterans Counselor. Ms. Molby will put the same in County format for the Committee to review at their next meeting. After discussion,

**Mr. Hilliard recommended that effective October 1, 2009, the Veterans Counselor salary be increased to \$10,000.00 with the understanding that regular office hours of at least one day per week be maintained and that funds for the increase be transferred from the Contingency Surplus Fund of the Veterans Affairs budget for FY 2009-10. No alternative recommendation was proposed.**

ITEMS NOT REQUIRING BOARD ACTION

None.

The meeting adjourned at 2:30 P.M.

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Carl Rutske, Chairperson

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Kenneth Hilliard, Commissioner

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Jim Krolczyk, Commissioner